

AGIC 2016 Conference Committee Meeting Notes
Wednesday, November 18, 2015
10:00 am

In Attendance: (all GoTo Meeting/call-in)

Cheryl Thurman

Don Thorstenson

Jami Dennis

Jenna Straface

Jennifer Psillas

Kelly Hetzler

Kevin Blake

Melissa McGehee

Nicole Funicello

Seth Franzman

Shawny Ekadis

Shea Lemar

Steve Whitney

Teresa Gregory

Tim Colman

General Coordination:

- Email has been sent to members for them to indicate if they would like to be a voting or non-voting member of the committee, and follow-up correspondence to those who have not responded will occur.
- Most meetings will be conducted via GoToMeeting.
- Raise fees?
 - Raise just the “full” by \$25? Evaluate how many full registrations that we got for 2015.
 - Could the exhibitors put up some funding? -> Probably no.
 - Determine 2015 proceeds before deciding.
- GeCo West domain name renewal?
 - Is it our responsibility to promote it?
 - Need more info on where GeCo West is going.

Action Items:

Steve – Estimate the cost of a Wednesday night social.

Steve – Research more with GeCo West regarding the future direction, and use of pass-through funds.

Steve – Send out calendar invite for 2016 committee meetings.

Steve – Send follow-up email to members regarding their committee voting status.

Steve – Determine final 2015 proceeds.

Website:

- Redesign is underway and includes a new backend for registration.
 - The new registration will be tested when it's ready.
- A majority, but not all of the 2015 presentations have been posted.
 - Prior years are there too and it was decided to keep presentations from all years available.

Action Items:

None

Agenda & Speaker Coordination:

- Keynote speaker –
 - A couple of suggestions have been made.
 - Keep brainstorming speakers.
- Lightning rounds –
 - Try scheduling a lightning round for each day.
 - The scholarship student round would be better on Thursday since they are in classes.
 - A round could be focused on the apps submitted for the Maps & Apps Challenge.
- Provide laptops for the presentation rooms –
 - We will plan to provide laptops for the presentation so that presenters would not need to change out computers in between presentations.
 - PowerPoint is the recommended app for presentations.
- Computer labs –
 - Pima County's will be there and we need to check on the Esri HOLL availability.

Action Items:

All – Brainstorm keynote speakers.

Steve – Check with Esri on the HOLL availability.

Materials & Mailouts:

- We can proceed to send out a save the date notice.
 - 2016 dates are already posted on Facebook and the website.

Action Items:

Steve – Send out a save the date notice.

Hotel & Exhibit:

- Expo company –
 - Discuss Expo needs with the meeting planners.
 - Include items such as “do not use the Expo co. for shipping”
 - Find out if they have a contract in place yet.
- Will the hotel honor the conference rate through the weekend?
- Guest room registration will be through call-in only.
 - Include total room rate.
- Confirm contract finalization and when folks can start reserving guest rooms.

Action Items:

Steve – Check with the meeting planners regarding the Expo company contract.

Steve – Determine “out the door” guest room rate.

Steve – Check on contract finalization and when folks can start reserving guest rooms, along with whether or not the hotel will honor the rates through the weekend.

Exhibitor Participation:

- Survey the exhibitors to learn how we can better accommodate their needs –
 - Overall this would be a good idea as a focused effort, in addition to the feedback that we get from the post-conference survey.
 - If coming from the Outreach Committee, then it should be more of a partnership take.
 - If specific to the conference, it should come from the Conference Committee.
 - Include past exhibitors that have dropped off.
 - Promote new things that we’re considering, e.g. Wed. night social, 5-state participation, etc.
 - SWUC in AZ may be an issue for some exhibitors.

Action Items:

??? – Develop exhibitor survey.

Registration:

- AzGS for credit card processing?
 - Need to check with them on this.

Action Items:

Steve – Check with the AzGS regarding credit card processing.

Maps & Apps Challenge:

- Need to determine if we can get an ArcGIS Online (AGO) Organizational account for AGIC.
 - Does the State have one that could be used?
- How can we increase participation?
 - Emphasize that participants do not need to be present at the conference.
 - The Wednesday night social may help.
- Consider having a lightning round or session for poster/app submitters to present their work.
- Consider giving a prize to map submitters for best explanation of the work that went in to producing the map.
- May need to utilize both sides of the poster boards if we get a lot of submittals.

Action Items:

Steve/Tim – Determine if there is a State AGO Organizational account that we could use.

Social Events:

- Potential Wednesday night social –
 - Locate the food in the ballroom with the exhibitors.
 - Should we arrange for beverage stations?
 - If so, consider arranging for complimentary beverage tickets that the sponsors could provide.
 - Could we do both an exhibitor social and a no-host downtown social?
 - Consider how the hospitality suite may fit into the schedule.
 - Potential schedule if we try and do both –
 - Last session - 3:30 pm - 5:00 pm
 - Sponsors/Poster Session 5:00 pm - 6:00 pm (or put in a break before the Sponsor/Poster session and go from 5:30 pm - 6:30 pm)
 - No-Host Dinner Downtown - 6:30 pm - to 9:00 pm
 - Hospitality Suite - 9:00 pm - 12:00 am
- Thursday lunch –
 - Trivia was well received.
 - Consider moving trivia to Wednesday and SCO to Thursday?
 - So attendees are not presented with back-to-back speakers, e.g. Keynote then SCO.
 - Consider expanding the trivia, multiple rounds.
- Thursday night social –

- Should we have the band again?
 - Not much interest shown by the attendees.
 - If we do, consider locating them in the lobby during dinner?
- Friday afternoon –
 - Consider offering a hike in addition to kayaking.
- Miscellaneous –
 - Consider having a “where in the world gallery”, e.g. images of various locals that attendees would then guess what each local is.
 - If 5-state, consider having a map that folks can pin their location on.

Action Items:

Kevin – Check with volunteer about guiding a Friday afternoon hike.

Attendee Packet:

- Need to check on conference bags –
 - Options are to check with Esri (or some other company) or purchase generic bags that could be recycled.

Action Items:

Steve – Check with Esri to see if they can supply conference bags again.

General:

- No discussion.

Action Items:

None